

Attention all State employees who have unclaimed 2002 Flex\$ money:

The State of Utah will be converting to a new payroll system effective March 3, 2003. The 2002 Flex\$ information will not be transferred over into this new system. Therefore all Flex\$ reimbursement requests for 2002 submitted after February 19, 2003, will not be paid on the bi-weekly paycheck as you are currently used to.

Instead, separate checks will be issued, which will be mailed directly to your home address. As there are over 600 employees with 2002 balances, there will be a substantial delay before you receive your check.

If you would like to receive your reimbursement on your paycheck and avoid this cumbersome and slow process, PEHP must receive your reimbursement claim no later than February 19, 2003. Anything received after this date will be processed on a separate check. Your 2002 reimbursement claims will only be accepted until March 31, 2003.

Please note that this information does not apply to Flex\$ claims for 2003. These claims will be processed and paid on the paycheck in the same manner as you are currently used to. Only claims for 2002 are affected.

To make your claim, you will need to either obtain a preprinted Reimbursement Voucher envelope from your agency's HR department, or download the Reimbursement Voucher form found under the Benefits section on DHRM's webpage at www.dhrm.utah.gov.

If you are wondering if you have a 2002 unclaimed balance, PEHP has mailed letters to all employees affected, reminding them of the upcoming deadline for claim submission. Also, the back of the paycheck still shows 2002 Flex\$ activity and will reflect whether or not you have an unclaimed balance. Any questions regarding your 2002 balance or claims information can be made directly to PEHP.

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